## *The Instructional Action Planner*

# Your Instructional Action Plan is the detailing of all of the preparations that need to be made to successfully carry out your lesson plan. Based upon the plan, it creates a critical to-do list for instruction.

# How to Use this Action Planner: For each of the to-do steps below, click into the shaded box under each step to enter your own action plan. The box will expand to accommodate your entry. Save and print the completed action plan when you are done.

# To-Do #1

# PREPARE FOR THE LEARNERS

Describe what action needs to be taken to prepare the learners. Answer these questions:

* What steps need to be taken to prepare the learners?
* What props are needed?

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# To-Do #2

# READY THE CLASSROOM

Describe what you need to do to get the classroom ready for the lesson. Answer these questions:

* What furniture needs to be acquired/moved?
* What additional materials are needed?
* Who do you need to contact to assist in making the intended adjustments?

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# To-Do #3

# TEACHING AND LEARNING ACTIVITIES

List the materials you need to prepare and/or tasks that need to be done for the intended activities. Answer these questions:

* What materials are needed by teacher and students?
* What tasks need to be completed for these activities?

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# To-Do #4

# PERSONAL PROMPTS

List the prompts you want to remember to use to cover all points of the lesson. Answer these questions:

* What specifics do you want to remember to do?
* *What specifics do you want to remember to say?*

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# To-Do #5

# SUPPORT TECHNOLOGIES

Describe the things you need to do to ensue the technologies you have selected are available and working. Answer these questions:

* What technologies and related materials need to be acquired for another source? From where?
* What hardware or software adjustments need to be made?
* Which technologies need to be checked to be sure they are functioning?

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# TO-DO #6

# FEEDBACK

Describe the feedback instruments you need to have ready for this lesson. Answer these questions:

* What do you need for formative feedback?
* What do you need for summative feedback?

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# TO-DO #7

# FOLLOW-UP

Given the feedback, describe the follow-up activities. Answer these questions:

* If the lesson was not successful, what remediation is planned?
* If the lesson was successful, what reinforcement is planned?

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